



Denise Juneau, Superintendent
Montana Office of Public Instruction
www.opi.mt.gov

E-RATE TECHNOLOGY PLAN DISTRICT STATEMENT OF ASSURANCES

(E-RATE PLANS MAY NOT BE APPLICABLE TO OTHER TECHNOLOGY PROGRAMS)

School District:

County:

LE:

School Years Covered by the Technology Plan (example, 2004-2007) _____

Web Site Address for Technology Plan _____

Successful technology plans align the overall education improvement objectives with the following criteria. To qualify as an approved Technology Plan for a Universal Service Program discount, the plan must meet the criteria. It is critical that technology planning not be viewed or treated as a separate exercise dealing primarily with hardware and telecommunications infrastructure. There must be connections between the proposed physical infrastructure of the information technology and the plan for professional development, curriculum reform, and library service improvements. Technology plans may be approved for up to three years for funding under the E-Rate program. The Schools and Libraries Division (SLD) of the Universal Services Administrative Company, which is overseen by the Federal Communications Commission, administers the E-Rate program.

For E-Rate program information: <http://www.sl.universalservice.org/> and/or <http://www.opi.state.mt.us/ERate2.html>

TECHNOLOGY PLAN CRITERIA

PAGE NUMBER REFERENCES

Clear Goals and a Realistic Strategy for using Telecommunications

The plan establishes **clear goals** and a realistic strategy for using telecommunications and information technology to improve education or library services.

List the page numbers from the district technology plan where the information for the specific criteria can be found.

Minimum Criteria

- ✓ Clear technology/education goals are articulated for the use of technology to improve education,
- ✓ A realistic strategy is designed and implemented for meeting the goals to improve education, and
- ✓ Goals are articulated for the current and each future year that the plan covers. Plans may be approved for up to three years for funding under the E-Rate program.

See Page(s): _____

See Page(s): _____

See Page(s): _____

Best Practice Recommendations

- ✓ District technology goals are aligned with the district's Five-Year Comprehensive Education Plan and other school improvement goals.

See Page(s): _____

Professional Development Strategy

The plan has a **professional development strategy** to ensure that staff knows how to use the new technologies to improve education or library services.

List the page numbers from the district technology plan where the information for the specific criteria can be found.

Minimum Criteria

- ✓ Professional development strategy includes information such as professional development opportunities planned, professional development available locally (through local/regional providers) and/or participation in curriculum, technology or professional development consortiums, and
- ✓ Professional development strategy and expenses are articulated for the current and each future year that the plan covers. Plans may be approved for up to three years for funding under the E-Rate program.

See Page(s): _____

See Page(s): _____

Best Practice Recommendations

- ✓ Data utilized to determine professional development topics, and
- ✓ Assessment methods to determine effectiveness of professional development experiences are included.

See Page(s): _____

See Page(s): _____

<u>Assessment of Telecommunication, Hardware, Software and Other Services</u> The plan includes an assessment of the telecommunication services, hardware, software and other services that will be needed to improve education or library services. <u>Minimum Criteria</u> <ul style="list-style-type: none"> ✓ Hardware, software and other services are included in a district assessment of telecommunication services needed to improve education, ✓ Services such as professional development, wiring and technical support needed are included, and ✓ Assessment of services needed is articulated for the current and each future year that the plan covers. Plans may be approved for up to three years for funding under the E-Rate program. <u>Best Practice Recommendations</u> <ul style="list-style-type: none"> ✓ Assessment of services needed is clearly linked to the district's technology and education goals. 		List the page numbers from the district technology plan where the information for the specific criteria can be found. See Page(s): _____ See Page(s): _____ See Page(s): _____ See Page(s): _____	
<u>Sufficient Budget</u> The plan provides for a sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development, and other services that will be needed to implement the strategies. <u>Minimum Criteria</u> <ul style="list-style-type: none"> ✓ District articulated local budget, including funds from all sources, that will provide the necessary support for the services included in the technology plan including the district portion of the discounted services requested under the E-Rate program is included, ✓ Budget is articulated for the current and each future year that the plan covers. Plans may be approved for up to three years for funding under the E-Rate program, and ✓ Budget includes all items covered by the E-Rate discount, professional development expenses and other services needed to implement the plan. 		List the page numbers from the district technology plan where the information for the specific criteria can be found. See Page(s): _____ See Page(s): _____ See Page(s): _____	
<u>Evaluation Process for revising the Technology Plan</u> The plan includes an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise. <u>Minimum Criteria</u> <ul style="list-style-type: none"> ✓ Evaluation process must include: who reviews the plan (technology committee, school board, etc.), how often the plan is reviewed, the information that is utilized to review the plan and a statement that the changes will be made as needed. 		List the page numbers from the district technology plan where the information for the specific criteria can be found. See Page(s): _____	
Certification: I certify that the E-Rate Technology Plan Statement of Assurances is accepted as a basic condition for local participation in the E-Rate program. The district hereby assures the Office of Public Instruction that all of the requirements itemized above have been met. Further, the district acknowledges that both the OPI and the Schools and Library Division conduct audits and that the technology plan, meeting the criteria, must be made available immediately upon request.			
Printed Name of Designated Authorized Representative		_____ Superintendent _____ Principal if there is no superintendent. _____ County Superintendent, if there is no superintendent or Principal	
Signature of Designated Authorized Representative		District Name	Date
Retain a copy of this document for your records.	Return this document completed with the page number references, district information, and signature to: Montana Office of Public Instruction Attn: Michael Hall PO Box 202501 Helena, MT 59620-2501		Return only the completed and signed document to the OPI.